



Permitting Specialist/Expeditor – Level 2

Are you ready to advance your career? Come join a team that is dedicated to your growth and success. This job is for a Permitting Specialist – Level 2 for Red Barn Engineering Inc. that will be approximately 40 hours/week. The Permitting Specialist will work with the Red Barn civil group establishing its presence in the Pacific Northwest and other key identified markets in the US. The permit specialist will prepare proposals in accordance with the Red Barn Streamlined© approach, civil engineering checklist, conduct field investigations, and establish permit timelines through each agency and understanding MyBuildingPermit.com, Accela, or other program established by jurisdictions. The permit specialist will be in charge of filling out all forms and coordinating with the Architect or Owner for information. The permit specialist will check in at key milestone dates with the agency to ensure timely review of the submitted plans and expedite the permit when needed. The permit specialist reviews the plans and reports for the firm prior to submission against the agency checklists to ensure quality of deliverables is met. Must understand in-water work schedules related to fish windows for the Puget Sound region and set reasonable deadlines with proper risk management for the schedule.

This position will report to the President at Red Barn Engineering, depending on the role. Responsiveness is key in consulting and understanding how to communicate with the engineers and team is key. This position is for someone who holds a firm understanding in consultant communication, client expectations, project management, and technical requirements.

Red Barn offers competitive benefits that include 401k, health insurance, and profit sharing.

Email **resume and cover letter** to admin@redbarn-engineering.com. Resumes without cover letters will not be reviewed.

Experience:

- Understanding fast-paced office environment with multiple deadlines occurring and helping the team set deadlines with work coming in.
- Experience preparing permit forms and obtaining information from contracts, Architects, and from the Engineers.
- Must be able to meet deadlines and coordinate with the scheduler on a daily basis.
- Must be willing to work within a firm that has a primary focus of civil site development and permitting under a fast-track business model.
- Must have Microsoft Office experience – Excel, Word, Access, etc.
- Attention to detail for print materials.
- Must be able to show examples of permit forms filled out and clear understanding of permit schedules.
- Must show experience with both site development permits and with environmental permits (JARPA, HPA, Construction General Permit, Army Corp of Engineers, SEPA, reconsideration and appeals for projects with an hearing examiner, preparation for commission meetings, etc.)
- Experience working with the City of Seattle, Kirkland, Bellevue, Redmond, Everett, Tacoma, Olympia, King County, Snohomish County, and Pierce County.

Education:

- Must have a 4-year degree and 5 years of experience related to environmental services, mathematics, or construction management.

Must be authorized to work in the United States. Must be willing to travel up to 25%.

Must be able to lift 50 lbs.

